

Questions and Answers
REQUEST FOR PROPOSALS
RFP No. 20-01
Voters FIRST Act
Drawing District Lines Training

1. **On page 3 of the Request for Proposal (RFP), under Section II, contractors are asked to provide a Certificate of Status issued by the California Secretary of State when submitting their proposals. This seems to indicate that having a California business license is a pre-requisite requirement any corporation submitting a proposal. Can you confirm whether or not this is the case?**

Nothing in the RFP requires a business license. However, if the contract is to be performed in California by a corporation, then the proposer must provide verification that the corporation is qualified to do business in California.

2. **On page 2 of the RFP, under Section I, Item B, the RFP indicates that the first training session must be scheduled between August 19 and 30, 2019, and that additional training sessions will take place between July 5 and September 30, 2020. Does the mapping component of the training session(s) need to be the same for the August 2019 training and the trainings in 2020?**

They need not be identical, but all training sessions should contain similar content and examples so that each group receiving training is exposed to the same redistricting concepts, laws and principles.

3. **On page 2 of the RFP, under Section I, Item B, the RFP indicates that the training sessions will be conducted during open meetings and livestreamed to maximize public participation. Can you provide additional details about the extent of public participation you envision? Will the public also be using the software to create/contribute/edit maps, will they be asked to comment on the maps created by the Citizens Redistricting Commission, or will they just be watching the process? What roles and responsibilities will the selected contractor have in facilitating/supporting this public participation component?**

Under state law, any time that the Applicant Review Panel or 2020 Citizens Redistricting Commission discusses redistricting matters, even to receive training, those discussions must take place during public meetings. Members of the public may be present and make comment to the panel or commission during the public comment period (typically at the end of a public meeting). However, members of the public otherwise will not participate in training in any manner. The contractor will not be expected to facilitate the public participation component of public meetings.

- 4. On page 2 of the RFP, under Section I, Item D, the State Auditor's Office indicates that additional training sessions may be requested during the course of the contract. How much advance notice will be provided for these additional training sessions and who would be the likely participants?**

We will submit our request for additional training at least ten (10) days prior to the requested training date(s) and likely sooner. Proposers may specify an alternative notice period as part of their proposals. The participants would likely be members of the Applicant Review Panel or Citizens Redistricting Commission.

- 5. On page 5 of the RFP, Table 1: Key Action Dates indicates that the contract term ends on October 30, 2020. We are assuming that the selected contractor will be making some type of redistricting software available to the State Auditor's Office to support the training sessions outlined in the RFP. Since the redistricting work is likely to continue after October 2020, what will the contractor's responsibility be for making the redistricting software available to the State Auditor's Office after the contract term ends?**

None. The State Auditor's Office does not anticipate retaining redistricting software after the contract expires. Should the 2020 Citizens Redistricting Commission require additional trainings or assistance for its work, the commission will enter into its own, separate contract for that purpose.

- 6. On page 3 of the RFP, under Section II, Item A, Number 2, (Qualifications and Experience/ Minimum Qualifications) does the list of requested past projects apply specifically to the Contractor or to all proposed personnel (excluding administrative support) that would be working for/with the Contractor? In other words, if lead or other personnel to be involved in this project previously drew voting district maps for a redistricting process for/with someone other than the Contractor, shall that work be included in the list as well?**

Those individuals who will assist with the training should disclose their prior redistricting work.

- 7. Under II. A. 2 (Qualifications and Experience. Minimum Qualifications) does the list of projects apply specifically to the Contractor or to all proposed personnel (excluding administrative support). In other words, if lead or other personnel previously drew voting district maps for a redistricting process for someone other than the Contractor, shall that work be included in the list? I assume since the intent is full disclosure and transparency the answer is yes but wanted to verify.**

Please see response to question six above. Each individual who will assist with the planning or execution of the training should disclose all of their redistricting experience.